THE COMMUNITY

THE CITY OF FLAGSTAFF is northern Arizona’s most appealing mountain community, renowned for its diversity, Native American culture, stunning scenery, and active lifestyle. Nestled at the base of the majestic San Francisco Peaks at an elevation of 6,900 feet, Flagstaff (pop. 75,000, 66 sq. mi.) is surrounded by the largest ponderosa pine forests on earth. Its picturesque snow-capped mountains, aspen groves, meadows, and prairies provide a welcome contrast from Arizona’s lower elevation desert landscapes.

Flagstaff is the largest city in northern Arizona and the county seat for Coconino County, by area the second largest county in the country. From its origins as a thriving railroad, lumber, and ranching town, Flagstaff evolved into a governmental, educational, transportation, cultural, and commercial center. Northern Arizona University (NAU), the City’s largest employer with 30,000 students, has a major economic impact.

Flagstaff has excellent public (Flagstaff Unified School District) and private schools, and Coconino Community College. It has quality health care and abundant shopping options. BestChoiceSchools.com recently named Flagstaff the “No. 1 small college town with a great quality of life.” Outside magazine named Flagstaff one of the “25 Best Towns in the US,” as did Business Insider (“20 Best Towns in America”).

Flagstaff is a vibrant community with engaged citizens, who care about the issues facing the city and the decisions of the City Council.

THE CITY

The City’s mission is to protect and enhance the quality of life for all. The City of Flagstaff is a safe, diverse, just, vibrant, and innovative community with a unique character and quality of life for all. The City fosters and supports economic, environmental, education and cultural opportunities. Team Flagstaff practices organizational values such as Teamwork, Accountability, Communication, Transparency, Excellence, Leadership and Integrity when delivering services to the Flagstaff community.

The City Council appoints the City Manager who serves as the City’s Chief Executive. The City Manager has two principal deputies that oversee the City’s 8 divisions and sections. The City of Flagstaff FY 2018-2019 budget is $280 million with 1,000 employees.

DISTINGUISHING FEATURES OF THE WORK

The Flagstaff Police Department operates in an extremely ethical, accountable, and professional manner. They accomplish this through their mission to protect and preserve life, property, public order and the rights of the individual, by providing exemplary service through the establishment of the a partnership of shared responsibility, support and trust with law abiding members of the community. The Department and the community it serves place a high value and emphasis on community oriented policing. There are 120 sworn and 61 civilian positions and an overall budget of $26 million dollars including grants. The Department’s facility houses the Flagstaff Police, Coconino County Sheriff’s office and a Regional 911 Communication Center.

Actively supports and upholds the City's stated mission and values. Performs highly professional management, administrative, and supervisory duties in directing all activities of the Police Department.

This is a Division Director level position, which reports directly to the Sr Deputy City Manager and has the overall responsibility of protecting life and property of the community. Employees of this class are responsible for organizing, directing, and coordinating the divisions of the department, which include patrol services, detectives, communications, support services, and administration. The Police Chief works with considerable independence and has overall responsibility for determining major divisional policies, planning long- and short-range programs, budget preparation, personnel management, and deals with major technical and administrative police matters with other divisions, the City Manager’s office, the City Council, various commissions, other agencies, and the public at large.

This position is FLSA exempt.

ADMINISTRATIVE DUTIES

- **SUPERVISORY:** This job has full responsibility for supervision (hires, directs, schedules, transfers, promotes, rewards, disciplines, and terminates other employees.)
♦ **BUDGETARY:** This job has full responsibility for budgeting (prepares, implements, and manages) at the division level and may include full fund management if fund is exclusive to the division.

♦ **STRATEGIC PLANNING:** This job has full responsibility for strategic planning (develops, implements, interprets, and manages long and short-term goals) at the division level.

♦ **POLICIES/PROCEDURES:** This job has full responsibility for policies and procedures (develops, implements, and interprets) at the division level.

♦ **COMPLIANCE:** This job has full responsibility (follows, ensures compliance with, enforces, and interprets) Federal, State, and Local laws, rules, and regulations as well as City policies and procedures.

♦ **COUNCIL COMMUNICATIONS:** This job has full responsibility for Council communication (makes recommendations and presentations, writes and reviews staff summaries, ensures Performance Measures are met, and balances needs with Council’s adopted priorities and direction) at the division level.

♦ **REPORTING:** This job has full responsibility for reporting to Federal/State/Local agencies (ensures reporting requirements are met, trains others on reporting requirements and methods, and addresses discrepancies in reporting).

**EXAMPLES OF THE WORK PERFORMED (ILLUSTRATIVE ONLY)**

♦ Provides excellent customer service to both internal and external customers.

♦ Confers with and advises Police Supervisory personnel on problems relating to police matters.

♦ Provides guidance and direction to police personnel regarding issues, resource allocation, crime trends and initiative related to the division.

♦ Responsible for the long- and short-range goals and objectives of the division.

♦ Responsible for the preparation of annual fiscal and longrange-budgets, and for ensuring compliance with the provisions of the approved budget allocations.

♦ Reviews technical reports, budget estimates, and proposed ordinances and regulations submitted by subordinate personnel.

♦ Develops general policies in consultation with subordinate personnel and legal counsel for the expansion, operation, and maintenance of various programs.

♦ Keeps the City Manager informed of divisional activities through written and oral reports to the Sr Deputy City Manager.

♦ Confers and coordinates with representatives of federal, state, and county law enforcement agencies and/or organizations on police matters.

♦ Works with the City Manager’s office, City Council, various commissions, citizen and civic groups, and the general public in matters relating to the protection of life, property, and the public peace.

♦ Establishes policies, procedures, schedules, guidelines, and priorities to be observed by subordinates.

♦ Responsible for the selection, supervision, evaluation, and discipline of police personnel.

♦ Attends conferences, conventions, and other educational and professional meetings to remain aware of modern police methods and administration.

♦ **REPORTING:** Performs related duties as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

♦ Ability to manage projects that are politically complex with stakeholders with divergent viewpoints.

♦ The ability to develop and promote a diverse and productive work force environment and to get everyone working together as a team.

♦ Ability to mentor employees and develop future division leaders.

♦ Effective communicator with strong listening and interpersonal skills; embraces proactive communication and sharing of information throughout the division and across the organization.

♦ Thorough knowledge of the principles and practices of police administration, budget preparation, policy formulation, and short- and long-range planning.

♦ Working knowledge of the functions and goals of the various divisions comprising a modern police department.

♦ Demonstrated ability to organize, direct, and coordinate the activities, budgets, and goals of the division.

♦ Ability to develop short- and long-range plans and programs and to make decisions on matters of major police, technical and administrative problems.

♦ Ability to effectively organize and direct personnel to effect maximum efficiency, communication, and coordination within the division.

♦ Ability to deal effectively and cooperatively with councils, commissions, other divisions and agencies, citizen groups, and the general public.

♦ Ability to prepare and present clear, concise, and accurate reports both orally and in writing.

♦ Thorough knowledge of the standards by which the quality of police service is evaluated and the use of police records and their application to police administration.

♦ Thorough knowledge of the functions of federal, state, and local jurisdictions and authorities as they relate to police work.

♦ Ability to plan, lay-out, and supervise the work of a large number of subordinates performing varied operations connected with police activities.

♦ Ability to develop proper training and instructional procedures for subordinates, and to maintain a high level of morale and discipline.

♦ Ability to establish and maintain effective relationships with officials and the general public as well as to command and hold the respect of subordinates.

♦ Ability to function effectively in a leadership role in an Emergency Operation Center environment.
MINIMUM REQUIREMENTS
- Bachelor’s Degree in Police Science, Criminology, Police Administration, or related field.
- Seven (7) years of progressively responsible administrative and professional high-level experience in law enforcement.
- Five (5) years of progressively responsible supervisory experience.
- Previous experience with budgeting, strategic planning and communication with City Council or Board of Directors.
- Must be Arizona POST certified or able to achieve certification within six months of hire.

DESired EXPERIENCE & TRAINING
- Master’s Degree in Police Science, Criminology, Police Administration, or related field.
- Successful completion of Command College in FBI National Academy or equivalent.

OTHER REQUIREMENTS
- It is expected that the incumbent of this position shall devote their entire time to the discharge of official duties, as required.
- Must recognize and accept the expectation of ethical and law-abiding behavior in both professional and personal life, as an example to the public you serve.
- Regular attendance is an essential function of this job to ensure continuity.
- All Emergency Service Employees shall maintain their principal residence within the state boundaries of Arizona. All Emergency Service Employees, except those holding a position in Fire, will arrive at the assigned or emergency work location within one (1) hour from notification to report to duty.
- Employees may be designated a take home City vehicle.

Employees who are designated to take home a City vehicle per the Vehicle Take Home Administrative Policy must live within the prescribed area. The defined as a 12-mile radius from City Hall or 35 miles eastbound, westbound, and southbound from the I-17 and I-40 exchanges, or 10 miles from City Hall along Highway 180 North with a five-mile-wide corridor (2 ½ miles on each side).
- Must possess, or obtain upon employment, a valid Arizona driver’s license.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT
- While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands and fingers to handle or feel and reach with hands and arms.
- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- The noise level in the work environment is usually moderate.
- Must qualify with a firearm to successfully pass AZ Post Standards to maintain AZ Peace Officer Certification.

COMPENSATION
The total compensation package includes group benefits and a beginning annual salary of $136,594 - $204,900, based on the candidate’s qualifications and experience. The group benefits consist of:
- Public Safety Personnel Retirement System
- 457 Deferred Compensation plan
- Group insurance including health, dental and vision coverage
- Life Insurance, Accidental Death & Dismemberment and Voluntary Life Insurance
- Paid leave
- Take home vehicle

Selection Process
Interested candidates are encouraged to apply by submitting their information at www.FlagstaffCityCareers.com

All application packets must be received by 5PM AZ time on January 19, 2024.

Please include the following with your online application for vacancy #191-23:
- Cover letter stating why they want to be a Police Chief in Flagstaff at this point in their career;
- Resume;
- Six (6) professional references including two (2) supervisors, two (2) peers and two (2) direct reports.

Inquiries should be directed to the City’s Human Resources division at (928) 213-2090.

The recruitment process will involve an initial virtual screening and on-site interviews with the City Manager and other City personnel. Candidates may also participate in other written or oral exercises to further evaluate their technical abilities.

As a general practice references will not be contacted until after the on-site interviews as part of the background verification process. The candidates’ identities may be subject to public disclosure prior to the interview process per Arizona’s public records act.

The City of Flagstaff is an equal employment opportunity employer and encourages all qualified individuals to submit an application for this excellent career opportunity.